

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
2829 Watt Avenue
P.O. Box 214405
Sacramento, California 95821-0405

CAL ARNGR 600-9

CAL ARNG Regulation
No. 600-9

15 June 1991

Personnel - General
PHYSICAL READINESS AND WEIGHT CONTROL

1. **PURPOSE.** To provide California Army National Guard members and commanders with guidance on the administration of weight control requirements. This regulation establishes California Army National Guard policies, objectives and responsibilities for individuals and for weight control programs.
2. **SCOPE.** This regulation, along with AR 600-9, DA Pamphlet 600-64-14, AR 350-15, CAL ARNGR 350-6 and FM 21-20, provides guidance on Physical Readiness and Weight Control to include responsibilities of the individual, development of programs at the unit level and the consequences associated with failure to meet weight control standards.
3. **OBJECTIVE.** The objective of full implementation and enforcement of weight control regulations is to ensure that all members of the California Army National Guard attain and maintain both compliance with applicable weight standards and a healthful status which supports the physical conditioning required to conduct combat or other operations in accordance with assigned missions.
4. **POLICY.**
 - a. Weight standards are critical measures of the physical readiness of soldiers to perform both combat and non-combat missions. Therefore, the California Army National Guard will strictly apply and enforce the provisions of AR 600-9, The Army Weight Control Program with all its members. As stated in the regulation, each soldier (Commissioned Officer, Warrant Officer and Enlisted) is responsible for meeting the prescribed standards.
 - b. Commanders will establish and operate an effective weight control program in their units. The program will include: identification of soldiers who do not meet their screening table weight and the applicable body fat standard; notification to the soldier of suspension of favorable personnel actions and entry into the weight control program as well as the consequences of failure to comply with weight control standards; individual counseling of soldiers on the weight control program; development of specific weight and fitness programs for individuals on the weight control program; documentation of the soldier's progress in weight control; and, separation procedures for soldiers who fail to attain body fat standards.
 - c. Under CAL ARNGR 350-6, units are required a Master Fitness Trainer (MFT) and Exercise Leaders (EL). The Commander is the weight control officer for the unit; however, the MFT and EL will be utilized to counsel, advise and assist soldiers on the weight control program to develop their specific program of exercise and diet control. Complete physical readiness depends on the coordination of weight control and physical fitness activities.
 - d. Pregnant soldiers are exempt from AR 600-9 for the duration of the pregnancy and a period of convalescent leave after the pregnancy is terminated. Convalescent leave following termination of pregnancy is thirty days. Convalescent leave may be extended based on recommendation from the soldier's physician.

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e. Commanders will ensure that all soldiers scheduled to attend military schools meet either table screening weight or the body fat standard prior to their reporting date. Soldiers must also be able to pass the Army Physical Fitness Test (APFT) upon arrival at the school. Soldiers attending military schools will be tested upon arrival and will be returned home if they fail to meet weight standards or if they fail the APFT.

5. IMPLEMENTING INSTRUCTIONS. a. Weight Measurement.

(1) All soldiers assigned or attached to the unit will have height and weight measurements completed at least once in each six-month period of the training year. To achieve maximum savings in training time, the measurements will be coordinated with the administration of the Army Physical Fitness Test held in January and July according to the requirements in CAL ARNGR 350-6. A roster which includes all assigned or attached personnel (CAL Form 600-9-1R, see Appendix A) will be prepared along with a copy of DA Form 268 Report to Suspend Favorable Personnel Actions, and a copy of CAL Form 600-9R Body Fat Worksheet for those individuals failing the body fat standards. A copy of the roster and supporting documents will be transmitted to OTAG, ATTN: CAMP-SB not later than 10 days following administration of the APFT.

(2) Height and weight measurements will conform to the directions in Section B-2, Appendix B, AR 600-9. Height and weight results will be compared against the screening table weights of Table 1, AR 600-9. Height, weight, Go / No Go determination and the date of measurement will be documented on CAL Form 600-9-1R. The roster plus all allied documents will be maintained as a record and item of special emphasis for command inspection.

b. Body Fat Determination.

(1) Soldiers receiving a "no go" for meeting screening table weight standards will have their percent body fat calculated on the same day as the height and weight measurement.

(2) Body fat calculations will conform to the procedures included in Appendix B, Standard Methods for Determining Body Circumferences, Height and Weight, AR 600-9. Calculations of percent body fat will be accomplished by soldiers who have received specific training in the conduct of these measurements.

(3) Units will acquire and maintain the fiberglass measuring tape recommended by AR 600-9. Tape measures will be calibrated periodically according to the regulation.

(4) Body fat calculations will be documented on CAL ARNG Form 600-9 Body Fat Worksheet (See Appendix B). The Worksheet will be signed by the individual soldier and the commander or commander's designee. The Body Fat Worksheet will be maintained in unit files as a record and item of special emphasis for command inspection.

(5) For soldiers whose percent body fat exceeds the maximum body fat percent standard, a copy of the CAL ARNG Form 600-9-R will be retained in the soldiers MPRJ for 36 months; a copy will be placed in the unit's weight control program files and a copy given to the individual. A copy will be forwarded to CAMP-SB for inclusion in their official personnel files.

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c. Weight Control Program Notification.

(1) Commanders will ensure that soldiers who enter the weight control program understand their individual - responsibilities, program procedures, requirements and the severity of potential consequences associated with failure to attain and maintain weight standards.

(2) Commanders will provide each soldier entering the weight control program with CAL ARNG Form 600-9-2R Notification of Army Weight Control Requirements (See Appendix B). Soldiers will sign the form to certify understanding of the requirements and consequences of the weight control program. A copy of the signed CAL ARNG Form 600-9-N will be retained in the unit's weight control program file as a record and item of special emphasis for command inspection.

(3) Commanders are required to immediately submit a DA Form 268 Report to Suspend Favorable Personnel Actions for those soldiers entering the weight control program. (See AR 600-8-1).

d. Weight Control Records.

(1) Successful administration of a weight control program requires accurate documentation of the soldier's progress and the maintenance of complete records.

(2) Each soldier who enters the weight control program will have an individual file created in which the following documents will be maintained:

(a) Initial Body Fat Worksheet (CAL ARNG Form 600-9-R) documenting the factual base for entry into the weight control program.

(b) All subsequent Body fat Worksheets prepared while the individual is on the weight control program.

(c) Copy of the DA 268 (Report to Suspend Favorable Personnel Actions) establishing entry into the weight control program.

(d) Signed copy of CAL ARNG Form 600-9-2R (Notification of Army Weight Control Requirements).

(e) CAL ARNG Form 600-9B-R (Individual Record of Weight Control Progress/Counseling), Appendix D. This form will be used to document monthly weight measurements and the soldier's satisfactory progress.

(f) Copy of the individual weight loss and exercise plan developed by the individual and unit counselors.

(g) Copy of any medical profile or evidence of medical condition which affect participation in the weight control program.

(h) Any correspondence to or from the individual soldier pertinent to the weight control program IAW AR 600-9, Paragraph 21.

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- (3) The unit will maintain a weight control program file which will contain, at a minimum:
 - (a) Copy of all relevant weight control regulations and directives.
 - (b) Copies of blank forms used in weight control program administration.
 - (c) Rosters documenting the administration of unit weight measurement activities.
 - (d) Individualized file folders for participants in the weight control program. The contents of these files is described in Paragraph 5 (d) (2).
 - (e) Informational and resource material on dietary, exercise and health-related issues.

(4) Weight control program documentation for the individual will be kept for a period of 36 months following a soldier's successful attainment of body fat standards. The requirement for accurate and complete records is essential to support personnel actions. Weight control records will be an item of special emphasis for command inspection.

e. Unit Support of Weight Control.

(1) Commanders will ensure that resources are available to assist the soldier on the weight control program to plan an individual program of diet and exercise designed to achieve Army Weight Control Program standards.

(2) Each unit is authorized a Master Fitness Trainer and Exercise Leaders. These individuals will be used to help the soldier prepare an individual plan of diet and exercise and to monitor the soldier's implementation of that plan.

(3) Commanders will coordinate the use of health and medical personnel assigned to support the unit to assist and monitor soldiers on the weight control program.

(4) Commanders will ensure that the unit maintains a resource file of information on diet, nutrition, exercise, health and fitness for the benefit of unit members.

f. Disposition of Weight Control Cases.

(1) It is the intent of this regulation to afford soldiers maximum opportunity to succeed in meeting and maintaining standards of weight and fitness. However, those who do not meet standards will have their cases processed for separation action.

(2) Commanders will follow directions contained in Section II, Paragraphs 21 and 22 of AR 600-9 in determining and/or processing retention and separation actions for soldiers on the weight control program.

(3) Individuals considered for separation for failure to meet weight control standards will receive medical screening to determine any underlying or associated disease process which may preclude weight loss or attainment of standards prior to initiation of separation action. Commanders will coordinate such request through CAMP-SB.

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6. **SAFETY.** Weight Control is an important health issue which requires extreme caution and use of good judgement. Sudden or drastic weight loss is potentially more harmful than the overweight condition the extreme measures seek to address. Soldiers are encouraged to increase their knowledge of safe methods of weight loss, to create and follow an approved plan of gradual weight loss and to seek advice of qualified medical personnel whenever personal health symptoms warrant. Weight control is a long-term consideration which must be managed wisely to be effective. A safe program IAW AR 600-9 establishes a loss of 3-8 pounds a month as a safe goal. Individuals who attain a 3 lb or greater weight loss per month will be considered as satisfactory participants.

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APPENDIX A
(UNIT HEADING)

(OFF SYMBOL)

(DATE)

MEMORANDUM FOR Office of the Adjutant General, ATTN: CAMP-SB,
2829 Watt Avenue, Sacramento, CA 95821-0405

SUBJECT: Semiannual Weigh-in and APFT Roster

1. Attached as enclosure 1, are the results of our semiannual weigh-in and APFT (CAL Form 600-9-1R).
 - a. The unit's weigh-in and APFT were conducted _____
(Date)
 - b. The unit's assigned strength is OFF _____ WO _____ Enl _____
 - c. Total number weighed/tested _____
 - d. Total number failing weight standards _____
 - e. Total number failing the APFT _____
2. Attached as enclosure 2, are copies of DA Form 268's, Report to Suspend Favorable Personnel Actions for soldiers who failed the weight or APFT.
3. All required actions in accordance with CAL Regulations 600-9 and 350-6 have been accomplished.

2 Enclosures
as

Cdr's Signature Block

CF:

Unit Transmittal Memo

Date: _____

[illegible]

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APPENDIX B BODY FAT WORKSHEET - MALE

LAST NAME FIRST NAME, MI		RANK	SSN	DATE	
HT to 1/4 "	WT in pounds	DATE OF BIRTH	AGE	SEX	UNIT OF ASSIGNMENT
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.25 in)
1. Measure abdomen at the level of the navel (belly button) to the nearest 0.25 inch. Alternate with Step 2					
2. Measure neck just below level of larynx (Adam's apple) to the nearest 0.25 inch. Alternate with Step 1.					
3. Subtract Step 2 from Step 1 (Enter result to the nearest 0.25 inch.					
4. Find result from Line 3 (the difference between Neck and Abdomen) in Table B-1 (Abdomen-Neck Factor) Enter factor					
5. Find the height in Table B-2 (Height Factor). Enter factor					
6. Subtract Step 5 from Step 4 (Enter result) This is Soldier's Percent Body Fat					

Individual IS/IS NOT in compliance with AR 600-9

Recommend monthly weight loss is pounds.

MAXIMUM BODY FAT PERCENT STANDARD

AGE	M	F
17-20	20%	28%
21-27	22%	30%
28-39	24%	32%
40+	26%	34%

PREPARED BY:

Printed Name and Unit

Signature

Supervisor's Signature

CAL ARNG Form 600-9-R (1 October 1986)

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APPENDIX B (continued)

BODY FAT WORKSHEET - FEMALE

LAST NAME		FIRST NAME		MI	RANK	SSN	DATE
HT to 1/4 "	WT in pounds	DATE OF BIRTH	AGE	SEX	UNIT OF ASSIGNMENT		
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.25 in)		
1. Find the soldier's weight in Table B-3 (Weight Factor). Enter in 11A below.							
2. Find soldier's height in Table B-4 (Height Factor). Enter factor in 11D below.							
3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round off to nearest 0.25 inch.							
4. Measure forearm at its largest point (with arm horizontal, palm up) to nearest 0.25 inch.							
5. Measure neck just below level of larynx (Adam's apple) to nearest 0.25 inch.							
6. Measure wrist between the bones of the hand and forearm to nearest 0.25 inch.							
7. Find average hip measurement in Table B-5 (Hip Factor). Enter factor in 11B below.							
8. Find average forearm measurement in Table B-6 (Forearm Factor). Enter factor in 11E below.							
9. Find average neck measurement in Table B-7 (Neck Factor). Enter factor in 11F below.							
10. Find average wrist measurement in Table B-8 (Wrist Factor). Enter factor in 11G below.							
11. CALCULATIONS							
A. Weight factor							
B. Hip factor							
C. TOTAL (11A - 11B)							
D. Height factor							
E. Forearm factor							
F. Neck factor							
G. Wrist factor							
H. TOTAL (11D+E+F+G)							
I. SOLDIER'S PERCENT BODY FAT (Line 11C-11H)							

MAXIMUM BODY FAT PERCENT STANDARD		
AGE	M	F
17-20	20%	28%
21-27	22%	30%
28-39	24%	32%
40-	26%	34%

Individual IS/IS NOT in compliance with AR 600-9.

Recommend monthly weight loss is _____ pounds.

PREPARED BY:

Printed Name and Unit

Signature

Supervisor's Signature

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APPENDIX C

(OFF SYMBOL)

MEMORANDUM FOR

SUBJECT: Notification of Army Weight Control Requirements

1. As your Commander, I am required by regulation to advise you that by exceeding the weight and/or body fat standards, in AR 600-9, you are subject to the official actions in the regulation. This memorandum outlines those actions, your personal responsibilities and the consequences associated with your failure to meet AR 600-9 (The Army Weight Control Program). By signing this memorandum you will record your understanding of the weight control provisions and actions presented.
2. I am committed to supporting you in attaining your required weight or body fat standards outlined in AR 600-9. Programs have been established to provide you with a personal counselor. Counselors have been trained in proper exercise techniques and in basic nutrition by the United States Army Physical Fitness School and can design a personalized exercise and nutrition program with you. In the absence of a trained counselor, I will assist you in developing a program which will allow you to attain the required standards. Literature on nutrition and exercise will also be provided in an effort to aid your understanding of basic fitness needs and your planning for a healthier life-style. These programs not only benefit you as an individual but the unit as well. Meeting the standards in AR 600-9 ensures that you can meet the physical demands of training and combat.
3. A DA Form 268, Report to Suspend Favorable Personnel Actions, has been initiated to document your entry into the weight control program; the document is provided as an attachment to this memorandum. The DA 268 is a flag indication that you cannot be promoted, receive awards, attend professional military schools, receive re-enlistment bonus payments or be placed in leadership positions (i.e., Command positions, First Sergeant positions). In addition to suspension of favorable action, you will not be able to participate in any type of active duty other than Annual Training (e.g., Active Duty Special Work). It is possible that suspension of favorable actions can have an adverse impact on your retention status. The DA Form 268 is transferable to other units or assignments and will only be removed upon your meeting the standards in AR 600-9.
4. The following are your responsibilities while on the weight control program:
 - a. Satisfactory progress toward your weight and/or body fat standard must be accomplished. "Satisfactory Progress" is defined in Para 21e (1) of AR 600-9 to be a weight loss of 3 to 8 pounds each month.
 - b. While on the weight control program you are required to have your weight and body fat checked and recorded by this unit during each monthly scheduled drill period. If you do not attend the scheduled drill for any reason, it is your responsibility to schedule a weigh-in and body fat check with the unit. Failure to comply will be considered unsatisfactory performance for the month indicated.

CAL FORM 600-9-2R

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(OFF SYMBOL)

SUBJECT: Notification of Army Weight Control Requirements

5. As a soldier on the weight control program, you are subject to the following provisions as outlined in the regulation:

a. If during your monthly weight and body fat check you attain the body fat standard in AR 600-9, you will be taken off the weight control program and the flag on the DA Form 268 suspension of favorable actions will be removed from your records (refer to Para 5f of this memorandum).

b. You will be processed for separation from the CAL ARNG, if, after six months or after any two consecutive months, you have not made "satisfactory progress". Satisfactory progress is considered a 3-8 lb weight loss per month.

c. You may request that a medical evaluation by health care personnel be conducted to determine if there is an underlying or associated disease state which is preventing your satisfactory progress. At your personal expense, you may choose to have your personal physician conduct such an evaluation; proper documentation must be provided to the unit. If a medical condition does exist, you will be subject to the appropriate regulations. If no medical condition exist, your progress will be considered unsatisfactory and separation proceedings will be initiated.

d. I will notify you, in writing, that separation proceedings are being initiated against you, and under which regulations. You are required to respond to this notification in writing, stating any information you believe is relevant to a decision.

e. Following the successful attainment of your body fat standard and removal from the weight control program, you remain subject to the following provisions of AR 600-9:

(1) Weight control program records will remain in your MPRJ for 36 months from the date of removal of the flag on the DA Form 268.

(2) You will be subject to separation if, within 12 months of being removed from the weight control program, you exceed the standards in AR 600-9 and there is no underlying or associated disease process. In an effort to help you maintain the required weight standards you will continue to be weighed for a period of at least six months.

(3) If after 12 months, but within 36 months, you exceed the standards in AR 600-9 and there is no underlying reason, you will be given 90 days to attain the standards in AR 600-9. If you fail, you will be processed for separation.

f. As a basic guideline, soldiers not meeting the standards in AR 600-9 will not be allowed to extend their enlistment, however, under NGR 600-200, a one-time waiver for a 12 month extension on your enlistment while you are on the weight control program may be granted by OTAG provided you are making satisfactory progress.

6. Weight control and the attainment of good health and physical fitness requires your commitment to proper dietary and exercise programs. To assist you in understanding and designing your fitness and dietary goals the publication, "Your Fit To Win Handbook" (DA PAM 600-64-14), is attached.

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(OFF SYMBOL)

SUBJECT: Notification of Army Weight Control Requirements

7. The self-discipline to maintain standards of fitness is essential to every soldier in the Army. I cannot over emphasize the importance of weight and physical fitness standards. I will treat those standards and the regulations enforcing the standards seriously, with follow through "by the book" with all soldiers.

8. _____, the Unit's Master Fitness Trainer, will be your personal counselor while you are on the weight control program. Together you will develop your individualized fitness and nutritional programs. In the absence of the Master Fitness Trainer or our Exercise Leader, I will be your personal counselor and will assist you in developing your fitness and nutritional programs.

(Signature Block)

Enclosure
as

Certification

I certify that I understand my personal responsibilities, the requirements to show "satisfactory progress" in the weight control program and the provisions and consequences outlined in AR 600-9.

Signature

Date

CAL ARNGR 600-9

INDIVIDUAL RECORD OF WEIGHT CONTROL PROGRESS/COUNSELLING

RANK

DOB

PREScribed WT LOSS/MONTH BY UNITS MFT

[illegible]

CAI. ARNG Form 600-9-3R

CAL ARNGR 600-9

15 June 1991

(CAMP)

BY ORDER OF THE GOVERNOR:

OFFICIAL
STATE OF CALIFORNIA
OFFICIAL
JOHN D. TYBRELEN
LTC (CA), FA, CAL ARNG
Director, Office of Administration
DISTRIBUTION
A

ROBERT C. THRASHER
Major General
The Adjutant General